



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke – Director of Administrative Services

Request for Proposal Retirement Plan Legal Counsel to the Town of Simsbury

Summary

The Town of Simsbury (the “Town”) is seeking proposals from law firms with significant experience with public sector retirement plans interested in serving as legal counsel to the Town in connection with the Town’s various retirement plans. The scope of services would include any and all matters related to the Town’s pension plans, including but not limited to day to day advice on interpretation and application of the plans, assistance with summary plan descriptions, assistance with implementing changes to the plans and related changes to Town codes and statutes, contested matters under the plans and provision to the Town of Simsbury of important developments in the rules and regulations governing public sector retirement plans. In addition to the Town’s traditional pension plans, the Town maintains a 457 plan for its employees and is in the process of implementing a defined contribution plan. Counsel would be consulted with respect to these retirement vehicles as well.

Background and Services Requested

The Town has two defined benefit plans (The Town of Simsbury Police Retirement Income Plan and The Town of Simsbury General Government Employees’ Retirement Income Plan) with assets in excess of \$30 million and a 457 Plan with assets in excess of \$7 million. As a result of recent negotiations with three (3) of the Town’s six (6) collective bargaining units, the Town will be implementing changes to the General Government Employee’s Retirement Income Plan effective July 1, 2013. It will also be implementing a defined contribution plan option for newly hired employees effective the same date. The Town will require legal assistance with revisions to its plan documents, summary plan descriptions, Town regulations, etc. in connection with implementation of changes to the pension plan and implementation of the defined contribution plan.

The Town regularly relies on advice from counsel with respect to interpretation of plan documents, specific employee and retiree issues and other legal questions which arise during the course of business. In the unlikely event of litigation, the Town would require counsel with experience litigating retirement plan matters.

In addition, the Town seeks regular communications from legal counsel with respect to legal and other developments in the public sector retirement plan field.

Telephone (860) 658-3230
Facsimile (860) 658-9467

tcooke@simsbury-ct.gov
www.simsbury-ct.gov

An Equal Opportunity Employer
8:30 – 7:00 Monday
8:30 – 4:30 Tuesday through Friday

Requirements for Submission

Respondents to this RFP are asked to submit a Proposal containing:

- A description of your law firm, including its qualifications to provide the services described above;
- Information about the personnel specifically identified to provide legal counsel to the Town;
- Information about similar work provided to other municipalities;
- Individuals to contact as references;
- The firm's proposed fee structure for the work; and
- Whether your firm is willing to conduct an initial review of plan documents either gratis or for a fixed fee.
- Candidates will also be asked to certify that representation of the Town in this capacity will not present a conflict of interest.

Instructions for Submission of Proposals

Three (3) copies of the Proposal must be submitted to Thomas F. Cooke, Director of Administrative Services, 933 Hopmeadow Street, Simsbury, CT 06070 before the close of business at 5:00 p.m. on Friday, February 22, 2013. Please direct any questions to Mr. Cooke at (860) 658-3264 or tcooke@simsbury-ct.gov.